## Office of Thrift Supervision

Department of the Treasury

1700 G Street, N.W., Washington, DC 20552 • (202) 906-6000

AMENDMENT: THIS VACANCY ANNOUNCEMENT HAS BEEN AMENDED TO INCLUDE HARTFORD, CT AS A DUTY LOCATION.

## EMPLOYMENT OPPORTUNITY OUTSTANDING SCHOLAR OTS EXAMINER

The Office of Thrift Supervision (OTS) organization consists of approximately 1,300 staff members who regulate and supervise savings associations and savings banks throughout the country.

#### **VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT: 98-10 OPENING DATE: 3/16/98

CLOSING DATE: Open Until Filled

POSITION TITLE ASSISTANT EXAMINER GRADE: ENTRY LEVEL, TG-12

SALARY: Starting salary will depend on the candidate's qualifications, salary

history and the duty location of the position being filled.

AREA OF CONSIDERATION: Outstanding Scholar Eligibles (Non-bargaining Unit)

NUMBER OF POSITIONS: Approximately 25 positions Nationwide

DUTY LOCATION: Northeast Region - Boston, Philadelphia, Jersey City

Southeast Region - Baltimore/Washington, DC

Central Region - Indianapolis, Detroit, Cleveland, Chicago Midwest Region - Minneapolis, Dallas, Kansas City, Lincoln

West Region - Orange County, San Francisco, Seattle

SENSITIVITY CODE: Low Risk

Note: Extensive travel is required. The amount of travel depends upon the duty location of the position.

#### **DUTIES**

Examiners conduct on-site examinations of thrift institutions, holding companies and their affiliates to monitor compliance with OTS polices and procedures and federal and state laws and regulations. Ongoing duties include:

- Conduct evaluation of thrift institution practices and financial soundness.
- Review financial records including the adequacy of thrift institution management.
- Document findings and analyses to support examination conclusions.
- Meet with thrift association management to discuss and present findings.

#### **TRAINING**

Examiners complete an extensive first year of training including on-the-job training and formal course work. Upon completion of training an examiner may be assigned to specialized field of examining such as information systems or compliance.

#### **QUALIFICATIONS**

Under the outstanding scholar program, the applicant must be a college graduate and have a grade point average (GPA) of 3.45 or above on a 4.0 scale for all undergraduate course work; or have graduated in the upper ten (10%) of the class. Note: No more than 10% of the total undergraduate courses could be obtained and credited through other than the traditional grading systems i.e., pass/fail, CLEP, military credits and advance credit) unless claiming eligibility based upon class standing.

#### U.S. CITIZENSHIP IS REQUIRED.

Desirable qualifications include a BA degree in accounting, banking, business administration, finance, marketing, economics or other fields related to the examiner occupation.

#### **BENEFITS**

Annual (vacation) leave
Paid holidays - 10 a year
Sick leave - 13 days a year
Health Benefits
Group life insurance at reasonable rates
Retirement
Savings and investment plans

#### COMPENSATION

OTS has a compensation system which includes pay-for-performance and recognition of on-the-job accomplishments.

#### APPLICATION PROCEDURES

- Optional Application for Federal Employment (OF-612) which is attached, Application for Federal Employment (SF-171), or resume. Resumes should include information described in the attached brochure, Applying for a Federal Job. <u>Clearly indicate the location (region and city) of the position for which you are applying. Applicants are encouraged to submit a separate application package for each duty location in which they are seeking consideration.</u>
- A copy of your college transcript. Official college transcripts must be submitted prior to
  appointment. If you attended more than one college or university, transcripts are required from each
  school attended. If applying based on academic standing, a letter from the college or university
  stating that you graduated in the upper 10 percent of the class should be submitted along with
  your transcript..

3. Background Survey questionnaire 79-2 (attached). This form is optional and information reported will not be forwarded to the selecting official.

NOTE: DEPARTMENT OF TREASURY EMPLOYEES IDENTIFIED AS SURPLUS AND FORMER FEDERAL DISPLACED EMPLOYEES ELIGIBLE FOR PRIORITY CONSIDERATION UNDER THE CAREER TRANSITION ASSISTANCE PROGRAM (CTAP) AND INTER-AGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP) WILL BE CONSIDERED WELL QUALIFIED IF THEY MEET ALL QUALIFICATION REQUIREMENTS FOR THE OUTSTANDING SCHOLAR PROGRAM.

#### THE FOLLOWING STATEMENTS APPLY

- Candidates eligible for appointment under appropriate Schedule A hiring authorities will be considered. This includes individuals with disabilities and Vietnam Era Veterans. Contact the Human Resources Office for additional information.
- Applications will not be accepted in a postage paid agency envelope.
- If appointed, applicants will be required to serve an one year probationary period.
- Verification of citizenship and employment eligibility under the Immigration Reform and Control Act of 1968 (Public Law 99-603) will be required at time of appointment.
- Appointees will be required to complete an Appointment Declaration to determine suitability for Federal employment and to authorize a background investigation at the time of appointment.
- Male applicants born after December 31, 1959 must confirm selective service registration.
- Receipt of applications will not be acknowledged.
- Candidates seeking consideration under the CTAP and ICTAP priority consideration programs must submit proof of eligibility, i.e. reduction-in-force (RIF) separation notice, certificate of expected separation or other agency certification; a copy of their most current performance rating of record and a copy of their latest SF-50. Eligibles will be considered for positions at or below the grade level of the position from which separated.

#### **HOW TO APPLY**

Send application materials to:

Office of Thrift Supervision Human Resources Division, Second Floor 1700 G Streets, NW Washington, DC 20552 Attention: Marie Janios

FOR ADDITIONAL INFORMATION PLEASE CALL (202)906-6061 or visit our Web site at www.ots.treas.gov.

OTS IS AN EQUAL OPPORTUNITY EMPLOYER

#### Office of Thrift Supervision

Job Title: Assistant Examiner Job Code: 1100

#### **GENERAL SUMMARY:**

Under close supervision, assists in conducting on-site examinations of thrift institutions, their holding companies and their affiliates to monitor compliance with OTS policies and procedures as well as applicable federal and state laws and regulations. Typically assists with the examination of less difficult, routine cases or problem-free thrifts. This position is designed to provide for training and development leading to the position of Examiner I.

#### MAJOR DUTIES AND RESPONSIBILITIES:

- Under close supervision and following established examination procedures, reviews
  financial records and the operations of thrift institutions, including the adequacy of thrift
  institution management. These activities include evaluating business plans, policies,
  accounting books and records, income statements, balance sheets, loan documents,
  underwriting and appraisal policies, audit reports, etc. Analyzes the quality of
  investments. Reviews thrift institution systems and controls. Analyzes and verifies
  financial data reports. Notifies supervisor or examiner-in-charge of any problems,
  discrepancies or violations discovered.
- Prepares work papers that clearly and concisely document findings and analyses to support examination conclusions for review by the examiner-in-charge. Submits for review by the examiner-in-charge all documents and work papers. Assists in the preparation of the report of examination.
- Meets with representatives of thrift institutions to verify and clarify details of records and information under review. Answers questions from thrift employees and management concerning routine issues.
- 4. Researches laws and regulations relative to assignments and documents findings. Seeks guidance and assistance from other examination and support staff in the resolution of issues.
- 5. Performs other related duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- 1. Knowledge of the principles and theories of finance, accounting and economics is necessary in order to conduct analyses of financial records, audit reports, and other documentation while conducting examination of assigned thrift institutions. These knowledges would usually be acquired by successful completion of New Thrift Regulator School (NTRS) combined with substantial on the job training.
- Prior analytical work experience or on-the-job training is required in order to develop an
  understanding of thrift industry regulations, OTS and regional policies and procedures,
  OTS organization structure and financial analysis methods in order to conduct routine
  examinations.

#### Office of Thrift Supervision

Job Title: Assistant Examiner Job Code: 1100

- 3. Completion of basic examination skills and theory course work is required. Examiners at this job level are expected to successfully complete at least: New Thrift Regulator School, and the Interagency Joint Loan School. It is expected that it would take an Assistant Examiner at least 18 months in this grade to complete this coursework and related on the job developmental assignments.
- 4. Interpersonal skills are required to provide information and discuss examination findings with regional staff and the examiner-in-charge, and to gather and clarify information with thrift employees and managers.
- 5. Analytical skills related to finance and accounting are required to analyze a variety of financial, accounting, loan, investment and real estate documents and to prepare work papers and present recommendations to the examiner-in-charge.
- 6. Mental effort and sustained concentration are required in order to review financial reports, other thrift documents, policies and regulations, computer reports, and the like while conducting examinations.
- 7. Written and oral communication skills are required in order to communicate examination analysis and findings including skills in current personal computer technology.

  Candidates will have a working knowledge of Microsoft Office applications or comparable word processing, spreadsheet, database and presentation software. Additionally candidates will be familiar with the function benefits and care of a personal computer.

Candidates must have oral presentation skills sufficient to allow them to express themselves in a clear manner to individuals or groups of individuals on subjects that are within this job description.

### **REPORTING RELATIONSHIPS:**

1. Reports to a Field Manager or Assistant Director-Operations. May be directly supervised for extended periods of time by an examiner-in-charge of an examination or in a training team environment.

#### **WORKING CONDITIONS:**

- 1. Visual strain associated with prolonged use of the computer terminal is involved.
- 2. Extensive travel is required.
- 3. Occasional lifting required of portable computer equipment and/or assigned work papers and printed materials weighing up to 50 lbs.

The above is intended to describe the general account of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

# STARTING SALARY RANGES FOR ASSISTANT EXAMINER AND EXAMINER I SELECTED CITIES

#### Indianapolis, Dallas, Kansas City, Lincoln

TG-12 - \$24,525 - \$28,103

TG-14 - \$28,606 - \$32,779

#### Orange County

TG-12 - \$28,940 - \$33,161

TG-14 - \$33,755 - \$38,679

#### San Francisco

TG-12 - \$31,491 - \$36,084

TG-14 - \$36,730 - \$42,088

#### Washington, DC/Baltimore, MD

TG-12 - \$28,302 - \$32,431

TG-14 - \$33,011 - \$37,827

#### Chicago

TG-12 - \$26,512 - \$30,379

TG-14 - \$30,923 - \$35,434

#### Boston

TG-12 - \$29,234 - \$33,499

TG-14 - \$34,099 - \$39,073

#### **Detroit**

TG-12 - \$26,782 - \$30,689

TG-14 - \$31,238 - \$35,795

#### **Minneapolis**

TG-12 - \$26,095 - \$29,902

TG-14 - \$30,437 - \$34,877

#### Jersey City

TG-12 - \$30,535 - \$34,989

TG-14 - \$35,615 - \$40,810

#### Cleveland

TG-12 - \$24,967 - \$28,609

TG-14 - \$29,121 - \$33,369

## Seattle

TG-12 - \$24,795 - \$28,412 TG-14 - \$28,921 - \$33,140

## **Philadelphia**

TG-12 - \$26,561 - \$30,436 TG-14 - \$30,981 - \$35,500

Form Approved OMB No. 3206-0219

## **OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612**

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

|                                       | ,                       |              |                 |              |   |  |  |  |
|---------------------------------------|-------------------------|--------------|-----------------|--------------|---|--|--|--|
| 1 Job title in announcement           |                         |              | 2 Grade(s)      | applying for | 3 Announcement number                           |  |  |  |
| 4 Last name First and r               |                         |              | middle names    |              | 5 Social Security Number                        |  |  |  |
| 6 Mailing Address                     |                         |              |                 |              | <b>7</b> Phone Numbers (incl area code) Day ( ) |  |  |  |
| City                                  | City State              |              | Zip Code        |              | Eve ( )   |  |  |  |
| WORK EXPERIEN                         | CE                      |              |                 |              |   |  |  |  |
|                                       |                         | perience rel | ated to the job | for which yo | u are applying. Do not attach jol               |  |  |  |
| 1) Job Title (if Federal, i           | nclude series and gr    | rade)        |                 |              |   |  |  |  |
| From (MM/YY)                          | From (MM/YY) To (MM/YY) |              | Salary per      |              | Hours per week                                  |  |  |  |
| Employer's name and                   | l address               |              |                 |              | Supervisor's name and phone number              |  |  |  |
|                                       |                         |              |                 |              | ( )   |  |  |  |
| Describe your duties a                |                         | -            |                 |              |   |  |  |  |
| 2) Job Title (if Federal, i           | nclude series and gr    | rade)        |                 |              |   |  |  |  |
| · · · · · · · · · · · · · · · · · · · |                         | sa<br>\$     | alary           | per          | Hours per week                                  |  |  |  |
| Employer's name and address           |                         |              |                 |              | Supervisor's name and phone number              |  |  |  |
|                                       |                         |              |                 |              | ( )   |  |  |  |
| Describe your duties a                | nd accomplishments      | S            |                 |              |   |  |  |  |

| 9 May we contact your current YES[] NO[] if we n   | •                          | your current s     | upervisor bef   | ore making a         | ın offer, we wi | Il contact you first.  |       |
|--|----------------------------|--------------------|-----------------|----------------------|-----------------|------------------------|-------|
| <ul><li>EDUCATION</li><li>10 Mark highest level completed.</li><li>11 Last high school (HS) or G</li></ul> |                            |                    |                 |                      |                 |                        |       |
| received.  |                            |                    |                 |                      |                 | ina year diploma or e  | יב בי |
| 12 Colleges and universities a   | ttended. Do n              | ot attach a co     | py of your tra  | anscript unles       | Major(s)        | T                      |       |
| 1) Name  |                            |                    |                 | Total Credits Earned |                 | Degree - Year          |       |
|  |                            |                    | Semester        | Quarter              |                 | (if any) Received      | ]     |
| City   | State                      | Zip Code           |                 |                      |                 |                        |       |
| 2)   |                            |                    |                 |                      |                 |                        |       |
|  |                            |                    |                 |                      |                 |                        |       |
| 3)   |                            |                    |                 |                      |                 |                        |       |
|  |                            |                    |                 |                      |                 |                        |       |
| machinery, typing speed, etc.). Jaccomplishments (publications performance awards). Give date              | , memberships              | in profession      | al/honor soci   | ieties, leader       |                 |                        |       |
| GENERAL  14 Are you a U.S. citizen?  | /EG! 1 NO!                 | 14 Circa tha as    | tm. af          |                      |                 |                        |       |
| 15 Do you claim veterans' preference 5 points [ ] Attach your E (SF 15) and proof required.                |                            | ] YES[ ] • 1       | Mark your clair | n of 5 or 10 pc      |                 | Veterans' Preference   |       |
| 16 Were you ever a federal civilia NO [  | in employee?<br>] YES[]▶ F | For highest civili | an grade give:  | Series G             | rade From       | To<br>                 |       |
| 17 Are you eligible for reinstateme NO APPLICANT CERTIFICATION   | [ ] YES[                   |                    |                 |                      | f.              |                        |       |
| 18 I certify that, to the best o   | f my knowledge             | e and belief, a    | ll of the info  | rmation on a         | nd attached to  | this application is to | rue,  |

understand that any information I give may be investigated.

**SIGNATURE** 

correct, complete and made in good faith. **I understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment.

**DATE SIGNED** 

#### **GENERAL INFORMATION**

You may apply for most Federal jobs with a resume, the attached Optional Application for Federal Employment or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.

- For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at 912-757-3000, TDD 912-744-2299, by computer modem 912-757-3100, or via the Internet (Telnet only) at FJOB.MAIL.OPM.GOV.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees).
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact that office.

#### THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

#### PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

- The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announce ments to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.
- We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.
- If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.
- We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or othe r benefits; public or private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, The Office of Special Counsel, The Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.
- We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting or ganizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children askin g whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures.
- We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 4 0 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this bur den to U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.
- Send your application to the agency announcing the vacancy.

# FEDERAL EMPLOYMENT INFO LINE



# The Federal Job Search A "3 - Step Process"

# STRAIGHT TALK ON . . . The Federal Job Search A "3 - Step Process"

Forget what you have heard about the complexities in finding a Federal job. We have made the process simple! Your job search for Federal career opportunities is now a "3 - Step Process".

Although the actual job search is your responsibility, the U.S. Office of Personnel Management (OPM) has developed the "Federal Employment Information Highway" to assist you along the way. The "Highway" is composed of 3 user-friendly systems that you can use to conduct your personal job search. These systems not only tell you the latest job openings, they provide job ready access to application materials, and also information on a wide range of Federal employment-related topics and programs (listings are updated daily).

Now you can perform your personal job search using your telephone, your personal computer, or by visiting our touch screen computer kiosks located in various locations nationwide.

# STEP 1: USE ANY OF THE AUTOMATED SYSTEMS ON THE FEDERAL EMPLOYMENT INFORMATION HIGHWAY

Federal agencies list job opportunities on the Federal Employment Information Highway. Job seekers can use the "Highway" to find out about Federal career opportunities by using either of these three user-friendly systems. They are:

 OPM's Career America Connection at (912) 757-3000, TDD Service at (912) 744-2299, a telephone-based system that provides current worldwide Federal job opportunities, salary and employee benefits information, special recruitment messages and more. You can also record your request to have application packages, forms, and other employment related literature mailed to you. This service is available 24 hours a day, 7 days a week. Request Federal Employment Info Line factsheet EI-42, "Federal Employment Information Sources," for a complete listing of local telephone numbers to this nationwide network.

- **OPM's Federal Job Opportunities "Bulletin"** Board (FJOB) at (912) 757-3100, a computerbased bulletin board system that provides current worldwide Federal job opportunities, salaries and pay rates, general and specific employment information, and more. You must have a personal computer with a modem to access this system. Many of the iobs announced on the FJOB have complete text announcements attached which can be downloaded or viewed on-line, or you may leave your name and address to have application packages and forms mailed to you. This service is available 24 hours a day, 7 days a week. You may also contact us on the Internet via Telnet at FJOB.MAIL.OPM.GOV and File Transfer Protocol at FTP.FJOB.MAIL.OPM.GOV. Information about obtaining Federal job announcement files via Internet mail should be directed to: INFO@FJOB.MAIL.OPM.GOV.
- Federal Job Information "Touch Screen"
   Computer, a computer-based system utilizing touch screen technology. These kiosks, located throughout the nation, in



United States
Office of
Personnel
Management

Employment Employment
Service Information
Office

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EI-25

12-22-95

# The Federal Job Search . . . A "3 - Step Process"

OPM offices, Federal Office Buildings and other locations, allow you to access current worldwide Federal job opportunities, on-line information, and more with the touch of a finger. You can also leave a request to have application packages, forms and other employment related literature mailed to you. Request Federal Employment Info Line factsheet EI-42, "Federal Employment Information Sources," for a complete listing of the locations of our Touch Screen Computers.

We suggest you check the "Highway" frequently, since job listings on these systems are updated daily.

# STEP 2: OBTAIN THE VACANCY ANNOUNCEMENT

Once you have found an opportunity that interests you, using STEP 1, you will need more information on the specific opportunity and appropriate application forms. You may obtain a copy of the vacancy announcement and a complete application package by leaving your name and address in one of the automated systems on the "Highway" or, when available, by downloading the actual announcement and any supplementary materials from the FJOB. The vacancy announcement is an important source of information. Most of the questions you may have will be answered as you read through the announcement. For example: closing/deadline dates for applications, specific duties of the position, whether or not a written test is required, educational requirements, duty location, salary, etc.

# STEP 3: FOLLOW THE APPLICATION INSTRUCTIONS

You may apply for most jobs with a resume, or the Optional Application for Federal Employment (OF-612), or any written format you choose. For jobs that are unique or filled through automated procedures, you may be given special forms and/or instructions in the job announcement.

Although the Federal Government does not require a standard application form for most jobs, certain information is needed to evaluate your qualifications. If you decide to submit any other format, other than the OF-612, (i.e., a resume), the following information<u>must</u> be included:

<u>Job Information</u>- Announcement number, title and grade.

Personal Information- Full name, mailing address (with zip code), day and evening phone numbers (with area code), social security number, country of citizenship, veterans' preference, reinstatement eligibility, highest Federal civilian grade held.

Education - High school name, city and state, colleges or universities, name, city and state, majors and type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).

Work Experience- job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and

accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary and indicate whether or not your current supervisor may be contacted. Prepare a separate entry for each job.

Other Qualifications- job related training courses (title and year), job related skills, job related certificates and licenses, job related honors, awards, and special accomplishments.

Standard Form 181 (Rev. 5-82) U.S. Office of Personnel Management FPM Supplement 298-1

## RACE AND NATIONAL ORIGIN IDENTIFICATION

(Please read the instructions and Privacy Act Statement before completing form)

| Agency L   | Jse Only                                 | Name (Last, First, Middle Initial)  |             | Social Security Number   |        |       |        |      | Birthdate (Month & Year) |   |  |
|--|--|---|-------------|--|--------|-------|--------|------|--------------------------|---|--|
|  |  |   |             |  |        |       | -      |      |                          |   |  |
| Privac   | y Act Statement                          |   |             |  |        |       |        |      |                          |   |  |
| thority  | of 42 U.S.C. § 2000e-16                  | his information under the au-   | the en      |  |        |       |        |      |                          | o identify your race and                              |  |
|  |  | from discrimination and pro-  | You a       | re rec   | ueste  | d to  | furnis | sh v | our :                    | Social Security Number                                |  |
| vide equal employment opportunities for all. Solicitation of this information is in accordance with Department of Com- |  |   | (SSN)       | (SSN) under the authority of Executive Order 9397 (Novem   |        |       |        |      |                          |   |  |
| merce Directive 15, "Race and Ethnic Standards for Federal   |  |   |             | ber 22, 1943). That Order requires agencies to use the SSN   |        |       |        |      |                          |   |  |
| Statistics and Administrative Reporting."  |  |   |             | for the sake of economy and orderly administration in the maintenance of personnel records. Because your personne              |        |       |        |      |                          |   |  |
| This in  | formation will be used                   | in planning and monitoring  |             |  |        |       |        |      |                          |   |  |
| This information will be used in planning and monitoring equal employment opportunity programs and to identify         |  |   |             | records are identified by your SSN, your SSN is being request-<br>ed on this form so that the other information you furnish on |        |       |        |      |                          |   |  |
|  |  | banks and referral pools.   | this fo     | this form can be accurately included with your records. You  |        |       |        |      |                          |   |  |
|  |  | ·   |             |  |        |       |        |      |                          | ose. Your furnishing of                               |  |
| Your fu  | irnishing this informatio                | n is voluntary. Your failure to   |             |  |        |       |        |      |                          | furnish it will have no ef-                           |  |
| do so will have no effect on you or on your Federal employment. If you fail to provide the information, however, then  |  |   |             | fect on you; failure to provide it, however, may result in it be<br>ing obtained from other agency sources.                    |        |       |        |      |                          |   |  |
| to iden  | itify your basic racial ar               | ategories below are designed<br>nd national origin category. If<br>national origin, identify your-  |             | elf. I   | Place  | an "⊁ | (" in  | the  | box                      | ou most closely identify next to the appropriate box. |  |
|  | ME OF CATEGORY<br>(Mark <b>ONE</b> only) |   | DEFINITIO   | N OF   | CATE   | GOR   | Y      |      |                          |   |  |
|  |  | Categories for Use in A   | All Jurisdi | ctio   | ns Ex  | cept  | Hav    | vaii | * an                     | d Puerto Rico   |  |
| <b>A</b> 🗆   | American Indian or<br>Alaskan Native     | A person having origins in any of the original peoples of North America, and who mainta cultural identification through community recognition or tribal affiliation.  |             |  |        |       |        |      |                          |   |  |
| В□   | Asian or Pacific<br>Islander             | A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Kore the Philippine Islands, and Samoa.   |             |  |        |       |        |      |                          |   |  |
| С□   | Black, not of<br>Hispanic origin         | A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin (see Hispanic).   |             |  |        |       |        |      |                          |   |  |
| D 🗆  | Hispanic.                                | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.  |             |  |        |       |        |      |                          |   |  |
| Ε□   | White, not of<br>Hispanic origin         | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or othe Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories. |             |  |        |       |        |      |                          |   |  |
|  |  | Cat   | egories fo  | r Us   | e in l | Puer  | to R   | ico  |                          |   |  |
| D 🗆  | Hispanic                                 | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins whose official duty station is in Puerto Rico. Does not include persons of Portugues culture or origin.  |             |  |        |       |        |      |                          |   |  |
| Υ□   | Not Hispanic in<br>Puerto Rico           | A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico.  |             |  |        |       |        |      |                          |   |  |

### United States OFFICE OF PERSONNEL MANAGEMENT

Form Approved OMB No. 50-RO-616

OPM Form 1366 (10/79)

# BACKGROUND SURVEY QUESTIONNAIRE 79-2

| GENERAL INSTRUCTIONS  | PRIVACY ACT INFORMATION   |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|
| The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.  | GENERAL  This information is provided pursuant to Public Law 83-570 (Privacy Act of 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information  AUTHORITY  Sections 1302, 3301, 3304, and 7201 of Title S of the U.S. Code  PURPOSE AND ROUTINE USES  The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and |  |  |  |  |  |  |  |
| Name (Last, First, MI)  | Its uses to the Director, PRDC, Office of Personnel Management, Washington, D.C. 20415.  EFFECTS OF NONDISCLOSURE  Providing this information is voluntary. No individual personnel selections are made based on this information.  |  |  |  |  |  |  |  |
| Position for which you are applying Date (Month, Day, Year)   | WFORMATION REGARDING DIRCH CRUIPE OF VOLES  |  |  |  |  |  |  |  |
| Social Security Number     2. Year of Birt  | th  3. Do you have any Physical Disability?  1 — Yes  |  |  |  |  |  |  |  |
| (CC 1-9) 1 9  | (CC 10-11) (CC 12) 2 - No   |  |  |  |  |  |  |  |
| D2 — Magazine D3 — Newspaper D4 — Radio D5 — TV D6 — Poster D7 — Private Employment Office D8 — State Employment Office (Unemployment Office) D9 — Agency Personnel Dept. (Bulletin Board or Other Announce) D9 — Please categorize yourself in terms of the race, sex, and ethnical contents | (CC 13-14) (CC 15-16) (CC 17-18) ic categories below. First read definitions of subcategories.  |  |  |  |  |  |  |  |
| Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or Souti RACE:  American Indian or Alaskan Native. A person having origins in any of identification through tribal affiliation or community recognition.  Asian or Pacific Islander. A person having origins in any of the original the Pacific Islands. This area includes, for example. China, India, Japi Black. A person having origins in any of the black racial groups of Afr White. A person having origins in any of the original peoples of Europ American Indian or Alaskan native  2—Asian or Pacific Islander  3—Black 4—White 5—Other  (Specify)  | the original peoples of North America, and who maintains cultural at peoples of the Far East, Southeast Asia, the Indian subcontinent, or an, Korea, the Philippine Islands, and Samoa.   |  |  |  |  |  |  |  |
| Date Received (Mo., Day, Yr.)  Supplement Code  S   | Occupation Series Code Agency Code Location (CC 32–36) (CC 37–40) (CC 41–44)  |  |  |  |  |  |  |  |